



HEALTH AND SAFETY
AUTHORITY

Simple Safety Series



Safety Representatives



**If something
doesn't seem
safe it probably
isn't**

Safety representatives



If something doesn't seem safe it probably isn't

- 1 A safety representative is elected by workers to represent them.**
- 2 They can inspect the workplace if the employer agrees.**
- 3 They can investigate incidents.**
- 4 Safety representatives get information from the Health and Safety Authority inspector.**
- 5 They may accompany the Health and Safety Authority inspector if the inspector agrees.**
- 6 They bring any concerns to their employer or the Health and Safety Authority.**
- 7 They may consult other safety representatives from the same employer.**
- 8 It is against the law to ignore or discriminate against safety representatives.**



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Doc No: 07138



Simple Safety Sheet





How to use sheets?

Ensure that sheet is relevant

Points are listed by priority

go through points in order

Confirm employees understand

Ensure each sheet is signed off

Sheets can be used as posters





Briefing Aim

- To support Simple Safety sheets
- To outline safety representatives
- To provide more information

1 Elected by workers



A safety representative is elected by workers to represent them.

Election procedures detailed in law





2 Inspection

Safety representative may inspect whole or part of place of work

after giving reasonable notice to the employer
employer and safety representative shall, having regard to hazards, agree frequency or schedule of inspections
agreement shall not be unreasonably withheld by employer

after reasonable notice to employer,
investigate complaints by
employee he/she represents





3 Incidents

They can inspect place of work immediately, if accident, dangerous occurrence or imminent danger must not interfere with or obstruct statutory obligation

may accompany inspector investigating accident or dangerous occurrence at discretion of inspector

at discretion of inspector, attend employee interview with respect to accident or dangerous occurrence where employee so requests





4 Inspector information

Safety reps may make oral or written representations to inspectors

including investigation of accidents or dangerous occurrences,

receive advice and information from inspectors





5 Accompany Inspector

They may accompany a Health and Safety Authority Inspector on routine inspection

may accompany inspector investigating accident or dangerous occurrence at discretion of inspector

Where an inspector attends for inspection, the employer shall inform the safety representative that the inspection is taking place





6 Raise Concerns

They may make representations to employer

may make oral or written representations to inspectors

including investigation of accidents or dangerous occurrences,

consult and liaise with any other safety representatives in the undertaking

whether or not those safety representatives work in same place





6 Raise Concerns

Every employer shall consider representations from safety representative and, so far as is reasonably practicable, take any action he or she considers necessary or appropriate

An employer shall give reasonable time off, without loss of remuneration, to acquire, on an ongoing basis, knowledge and training necessary for safety representative, and discharge those functions





7 Consultation

They may consult other safety reps from the same employer & consult and liaise with any other safety representatives in the undertaking

whether or not those safety representatives work in same place





7 Consultation

Every employer shall consult employees, their safety representatives or both on any measure which may substantially affect the safety, health and welfare

- hazard identification and the risk assessment
- preparation of a safety statement
- information to be provided
- information in respect of accidents and dangerous occurrences
- training
- planning and introduction of new technologies





8 Discrimination

It's illegal to discriminate against Safety Representatives -includes suspension, lay-off or dismissal or the threat of these demotion or loss of opportunity for promotion change of duties, location, wages or working hours imposition of discipline, reprimand or penalty coercion or intimidation



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This is the end of the training
Put the simple steps into use



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Keep records here

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**Remember:
if it doesn't seem
safe
it probably isn't**



Topics in General series



Employers' Responsibilities

Employees' Responsibilities



Safety Statement



Safety Representatives



Incident Follow Up



END

